

BACKGROUND: *Genre/form authority records include citations of sources in which information was found and citations of sources in which it was not found. The sources should be cited in a style that is brief, but clear and understandable to users of the authority records. This instruction sheet describes a suggested method of citing sources. As long as the appropriate data elements are present, however, the exact style of citation is optional.*

Examples of full MARC 21 authority records, including source citations, may be found in J 107.

1. General rule for citing sources. Provide the main entry, title, and date of publication, which may be either copied-and-pasted from a bibliographic record or abbreviated to the extent that this can be done without sacrificing clarity. Generally use the following order and style for those elements that are included.

[author]. [title], [date]: [volume, page, etc.] ([data found])

Examples:

Yee, M. M. Moving image materials, 1988: p. 61 (Magazines: use for nonfiction films and programs which take the form of a number of stories on items of current interest which are treated in a more general, in-depth, and/or reflective way than they would be on a news program)

The Princeton encyclopedia of poetry and poetics, c2012: Macaronic Verse (Usually refers to the mixing of words, sometimes whole lines, of more than one lang. in a poem, most often for comic or satiric effect though sometimes (and more recently) with serious intent; macaronic poetry)

Blundell, K. The Usborne book of maze puzzles, 1994.

2. When to omit volume and page numbers. As a general rule, omit the volume and page number on which information relevant to the proposal was found, if (a) the source being cited is alphabetically arranged, *and* (b) the term being proposed, or a reference to it, is found in its normal alphabetical location in the source. *Example:*

Cantatas is being proposed and *The Harvard Dictionary of Music* is cited as a source. The page number in the dictionary may be omitted because it is arranged alphabetically and the term **cantata** is found in the expected location under the letter **C**.

2. When to omit volume and page numbers. (Continued)

Also omit volume and page numbers when citing a source as a publication that has the proposed term within its title. *Example:*

Proposal: Dance reviews

Citation: Parker, H.T. Motion arrested : dance reviews of H.T. Parker, c1982.

Note: When citing a work such as this in order to justify a variant form that is found in the text and that has been provided as a UF, or to provide other information about the term, cite the page number(s) where the variant and/or information was found.

3. When to include volume and page numbers. As a general rule, include the volume and page number where relevant information was found if either (a) the source is not an alphabetically arranged work, and it is necessary to browse or use the table of contents and/or index to locate information that supports the proposal *or* (b) the source is alphabetically arranged, but the information that supports the proposal appears in a place other than the alphabetical position of the proposed term. *Example:*

The term **Kafis** is proposed and *The Princeton Encyclopedia of Poetry and Poetics* is cited as a source. The page number is required because the term appears in the entry for Punjabi poetry, and there is no entry or reference to it under the letter **K**.

When including a volume and/or page number, place it following the date in the source citation. *Example:*

Greenwood encyclopedia of folktales and fairy tales, 2008: v. 2, p. 615 ([information found])

4. Citing serial publications. When citing any serial as a source, provide the volume number (and/or chronological designation) of the issue(s) consulted, in addition to the other information specified above. *Examples:*

Journal of the American Oriental Society, July-Sept. 1983: p. 636 ([information found])

Studies in bibliography, v. 19 (1966): p. 1 ([information found])

5. Citing websites. Give the name of the website and the date on which it was consulted. Give the specific location at which the information was found, if appropriate, and the information that was found there. *Examples:*

Grove music online, viewed August 10, 2014: Mariachi (Musical tradition originating in western Mexico. Mariachi refers to a rural music and dance tradition from Mexico's western region and is identified specifically with the states of Jalisco, Colima, and Michoacán; however as a regional cultural practice, mariachi is also linked to the surrounding states of Aguascalientes, Guanajuato, Guerrero, Nayarit, and Zacatecas. The mariachi ensemble typically consists of trumpet, violin, vihuela, guitar, and guitarrón. Musicians wear the traje de charro, or suit of the Mexican cowboy, a style of dress associated with the rural western region. The hallmark of the mariachi repertory is the regional son. While a number of music and dance genres (some with indigenous implications such as the jarabe), were part of pre-20th-century local repertories, the son jalisciense defined the tradition's regional identity.)

Reitz, J.M. ODLIS : online dictionary for library and information science, Aug. 5, 2014 (humor: A literary genre in which the author presents a story, poem, joke, etc., for the amusement of the reader.)

6. Parenthetical information. Provide terminology, any variant terms, and definitions or descriptions found in the cited source. Put this information in parentheses as the final element in the citation. *Examples:*

Glossary of mapping, charting, and geodetic terms, c2005 (photogrammetric map: A topographic map produced from aerial photographs and geodetic control data by means of photogrammetric instruments. Also called stereometric map; stereotopographic map)

Hart, C. Drawing crime noir for comics and graphic novels, 2006: \$b p. 4 of cover (crime noir - the hottest genre of comics and graphic novels today)

If information is taken from various locations in a source, provide separate sets of parentheses for each piece, and precede each by the location at which the information was found. *Example:*

All music guide to electronica, c2001: **p. xii** (Noise: Sludgy, abrasive, and punishing. "Noise" is everything its name promises, expanding on the music's capacity for sonic assault while almost entirely rejecting the role of melody and songcraft. From the ear-splitting, teeth-rattling attack of Japan's Merzbow to the thick, grinding intensity of Amphetamine Reptile-label bands like Tar and Vertigo, it's dark, brutal music that pushes rock to its furthest extremes.) **p. 325, under Merzbow** (guitar, effects, producer/noise, dark ambient, experimental ... one of the world's most prolific practitioners of eardrum-assaulting Japanese noise)

7. Citing sources that are not publications.

a. The Library of Congress and other bibliographic databases. Use the phrase *LC database* or the name of another bibliographic database as a standard way of indicating that the word or phrase being proposed as a term or reference was found in titles in bibliographic records in the database. Provide the word(s) or phrase(s) found there in parentheses. *Examples:*

LC database, Sept. 24, 1987 \$b (animated film(s); animated cartoon film; animated movies; movie cartoon; animated cartoons)

OCLC WorldCat, Dec. 2, 2010 \$b (in titles: apocalyptic films; the postapocalyptic film; American apocalyptic film)

b. Telephone calls and email correspondence. Use one of the following citation forms: **Phone call to [name of person]; Email from [name of person]**. Include the date of the contact and also include, when pertinent and available, the person's title and the organization with which the person is affiliated. Provide in parentheses a brief summary of the relevant information provided by the person.

8. Citing sources in which the term was not found. Cite sources that were consulted but do not use the term or any variation of it. The same style as that used for citing sources that support the proposal may be used. *Example:*

ERIC thesaurus via WWW, Aug. 7, 2015.

If multiple sources that were consulted without success, they should be cited in a single field.